

ALL APPLICANTS
RURAL BUSINESS ENTERPRISE AND TELEVISION DEMONSTRATION GRANTS

APPLICANT _____ Contact Person _____ Address _____	Phone _____ FAX _____ E-mail _____
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	ITEM	DATE
I	ELIGIBILITY AND ENVIRONMENTAL DETERMINATION	
1	SF 424.1 or SF 424.2, Application for Federal Assistance	
2	Detailed Engineer/Architect Statement/Scope of Work	
	a A description of proposed service(s) to be provided/projects to be funded	
	b Income data, unemployment rate and median household income of area to be served	
	c Grantee experience in providing the proposed service	
	d Grantee financial ability to administer a revolving loan fund (balance sheet and income statement)	
	e Need for a revolving fund	
	f Other funds available for leveraging	
	g Business Commitment - Name and Address	
	1 Letter of Commitment to locate	
	2 Latest Financial Statement, Audit and/or Tax Return	
	3 Verification of number of jobs - created and/or saved	
3	Organizational Documents: Certificate & Articles of Incorporation, Bylaws, Certificate of Good Standing/City Charter/Tribal Charter	
4	Evidence of IRS Status Classification	
5	Legal Opinion by Applicant's Attorney regarding Grantee eligibility and authority to carry out out grant purposes	
6	Intergovernmental Clearance	
7	RD Instruction 1900-D Documentation	
8	RD 442-3, Balance Sheet/Current Financial Statement (Not more than 90 days old)	
9	RD 1940-20, Request for Environmental Information & Item 1b of the Instructions for Preparing Form RD 1940-20 plus supporting documentation	
10	Exhibit A-1 of RD Instruction 1940-Q, Restrictions on Lobbying	
11	Civil Rights Compliance Review Pre-Award Checklist	
SUBMIT 1 - 11: PREAPPLICATION DETERMINED COMPLETE		

RURAL BUSINESS ENTERPRISE GRANTS AND TELEVISION DEMONSTRATION GRANTS
(Preapplication Processing Guidelist)
(For Rural Development Use Only)

APPLICANT

ITEM		DATE
12	Credit Alert Interactive Voice Response System (CAIVRS)	'
13	Review of Non-procurement List (RD Instruction 1940-M) http://epls.arnet.gov/	'
14	OGC Review - Applicant Eligibility	'
15	RD Instruction 1942-G, Attachment 1, Section C, Project Selection Criteria	'
16	AD 622, Notice of Preapplication Review Action, Informing Applicant to File SF 424.1 or SF 424.2 Application for Federal Assistance	'
17	RD 2006-38, Civil Rights Impact Analysis	'
18	Forward Civil Rights Compliance Review Pre-Award Checklist to Civil Rights Manager	'
PROCEED TO ND Instruction 1942-G, GUIDE 2 OR 3 AS APPROPRIATE		

3-21-03 PN 908